



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2700 ETHICS COMMISSION INVESTIGATOR
*MONTHLY SALARY: \$4868 to \$5889**

***APPLICATION FILING PERIOD: FIRST DATE: October 5, 2007**

LAST DATE: November 7, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as sufficient numbers of applicants have been processed. Future application filing periods may be announced.

***THE POSITION:** Ethics Commission Investigators conduct all aspects of investigations into alleged violations of City of San Diego campaign laws, lobbying laws and ethics laws. Work will include locating and interviewing witnesses, collecting evidence and related materials, analyzing records, preparing detailed written reports, and making presentations regarding investigative findings. In addition, the position will participate as a member of administrative hearing teams to assist with the development of strategies and ensure that all evidence is available to sustain burden of proof. The position will report to the Senior Investigator for the Ethics Commission.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units). **(Proof of degree and units completed must be submitted at time of application.) -AND-**

***EXPERIENCE:** Two years of full-time investigative experience for a civil, administrative, or regulatory government agency; private investigative firm; insurance company; and/or claims adjusting firm. Investigative experience must include: conducting extensive witness interviews using a variety of interviewing techniques; testifying in courts or administrative/judicial hearings; independently planning, organizing, and conducting investigations from inception to conclusion; locating information, documents, and witnesses; analyzing information and documents in order to extract relevant information; and preparing and presenting detailed written and verbal reports dealing with technical legal issues. Investigative experience must also include using internet search engines, Microsoft Word, Outlook, GroupWise or other professional e-mail application.

***HIGHLY DESIRABLE QUALIFICATION:** Experience in the areas of governmental ethics laws or campaign regulations.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

***HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION and YOUR RÉSUMÉ** for this position by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents and your résumé to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents and your résumé in person or FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins.

Note: Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

***SUPPLEMENTAL QUESTIONS** – In Section 4 of the **Standard Employment Application**, you **MUST respond to the following numbered questions or your application will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions.

1. Indicate which of the following agencies you have worked for: civil, administrative, or regulatory government agency; private investigative firm; insurance company; and/or claims adjusting firm.
2. Describe your investigative experience for each area listed below. Indicate at which employer (A, B, C, etc.) these duties were performed.
 - a. Researching and locating relevant information, documents and witnesses
 - b. Conducting extensive witness interviews
 - c. Photographing and/or recording evidence
 - d. Serving subpoenas, summonses, or other documentation
 - e. Preparing declarations, affidavits, or other related documents
 - f. Reviewing and analyzing compiled data
 - g. Preparing detailed written reports
 - h. Testifying in court or hearings
 - i. Independently planning, organizing, and conducting investigations from inception to conclusion
 - j. Investigating and communicating information dealing with technical legal issues
3. Describe your computer experience for each area listed below. Indicate at which employer (A, B, C, etc.) these duties were performed.
 - a. Accessing internet search engines
 - b. Using investigative databases
 - c. Proficiency using Microsoft Word
 - d. Proficiency using GroupWise

KIM/October 20, 2006/City Attorney Investigator (*Option Class: Ethics Commission Investigator*)/Rev. 1 (10-05-07)/Class 1596-B

• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •

"WORKING HARD TO KEEP SAN DIEGO WORKING" by providing "America's Finest Service for America's Finest City"

All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER